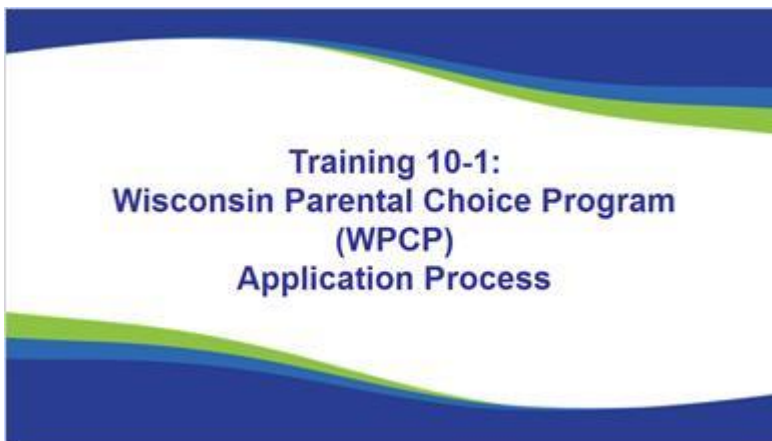# Choice Training 10-1: WPCP Application Process

1. Completing the Intent to Attend

### 1.1 Training 10-1:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Wisconsin Parental Choice Program's (WPCP) Application Process.

This training is only for schools that will participate in the WPCP and is not required or applicable to schools who participate in the Milwaukee Parental Choice Program (MPCP) or the Racine Parental Choice Program (RPCP).

10-1.2 How to Navigate this Training Module
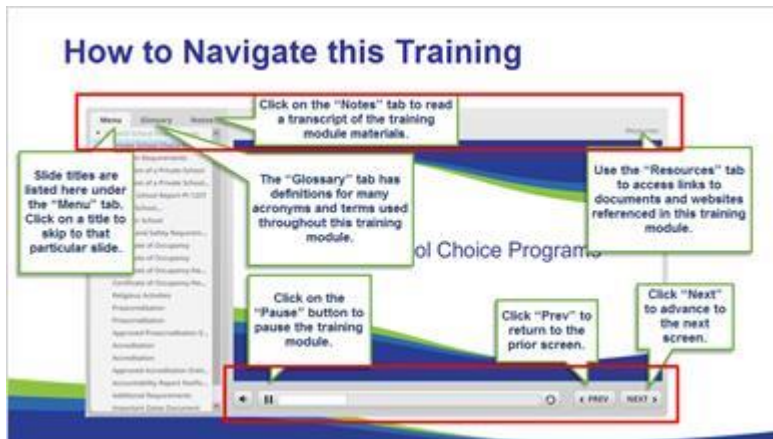
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

10-1.3 WPCP Application Timeline

Notes:

This presentation will begin with an overview of the WPCP application timeline followed by an overview of the WPCP random selection and parent voucher notification process. The presentation will then review the Intent to Attend requirements for WPCP schools.

Let's begin with the WPCP Application Timeline.

There are 3 parts to the WPCP Application Timeline:

- Part 1: February 1 through April 20 - The WPCP Open Application Period
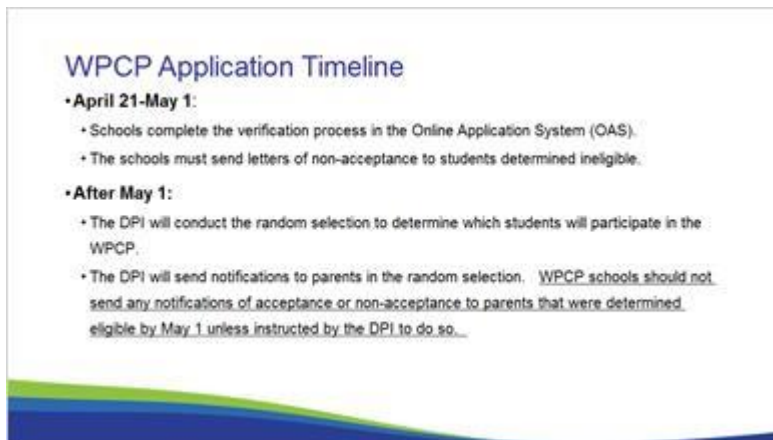- Part 2: April 21 through May 1
- Part 3: After May 1

WPCP Application Timeline Part 1: February 1 through April 20 - The WPCP Open Application Period

There is one open application period for the WPCP from February 1 through April 20. Parents must complete and submit an application **each year** for their student in the Online Parent Application during this timeframe. After a parent completes and submits the application in the Online Parent Application, the parent will receive a confirmation email listing the documentation the parent must provide to the school(s). The parent must then take the supporting residency documentation and income documentation, if applicable, for each student to the school(s) he/she applied to by April 20. No additional documentation may be received by the school after April 20.

WPCP schools should complete Department of Revenue (DOR) verifications prior to April 20. For parents where DOR does not find records, these parents may change the income determination method in the Online Parent Application from the DOR method to the DPI method through April 20. The income determination method cannot be changed after April 20. If a school runs a DOR records check for an application after April 20 and DOR does not find records for the parent, the application is ineligible.

Schools may complete the verification of the student applications during the WPCP open application period in the Online Application System (OAS). Schools must retain all documentation received from parents in the student files for the auditor review.

10-1.4 WPCP Application Timeline

WPCP Application Timeline

- **April 21-May 1**:
  - Schools complete the verification process in the Online Application System (OAS).
  - The schools must send letters of non-acceptance to students determined ineligible.
- **After May 1**:
  - The DPI will conduct the random selection to determine which students will participate in the WPCP.
  - The DPI will send notifications to parents in the random selection. WPCP schools should not send any notifications of acceptance or non-acceptance to parents that were determined eligible by May 1 unless instructed by the DPI to do so.

Notes:

WPCP Application Timeline Part 2: April 21 through May 1

Schools must complete the verification of all applications by May 1 in OAS.

If the school did not complete the DOR records check prior to April 20, the school may complete the records check. However, if DOR returns a message that they do not have records, the application must be determined ineligible. If the DOR has records, the school may move forward with completing the verification process using DOR.

WPCP schools must also send letters of non-acceptance for all applications that were determined ineligible. Any application that does not have an application status of "verified" in OAS by May 1 is ineligible. WPCP schools must contact the parent of each ineligible applicant, in writing, and notify them that their application is ineligible and will not be included in the WPCP random selection. This written notification should be sent to the parent via mail or email.

WPCP Application Timeline Part 3: After May 1

DPI will conduct the WPCP random selection to determine which students will participate in the WPCP after May 1.

WPCP schools should not send any notifications of acceptance or non-acceptance to parents that were determined eligible by May 1 unless instructed by the DPI to do so.

10-1.5 WPCP Application Timeline

WPCP Application Timeline

Summary of Key Points for WPCP Schools

1. April 20 is the last day parents can complete and submit applications in the Online Parent Application.

2. WPCP schools should complete all DOR verifications prior to April 20.

3. WPCP schools must complete the verification of all applications by May 1.

4. WPCP schools send letters of non-acceptance to students determined ineligible.

Notes:

WPCP Application Timeline - Summary of Key Points for WPCP Schools

4.The last day for parents to complete and submit applications in the Online Parent

Application is April 20.
WPCP schools should complete all DOR verifications prior to April 20 and allow time for parents to change to the DPI method if applicable in the Online Parent Application. WPCP schools must complete the verification of all applications by May 1. DPI recommends completing application verifications prior to April 20 to allow parents time to make any needed changes to their application in the Online Parent Application or to provide additional supporting documentation prior to April 20.
WPCP schools send letters of non-acceptance to students determined ineligible.

10-1.6 WPCP Random Selection Overview
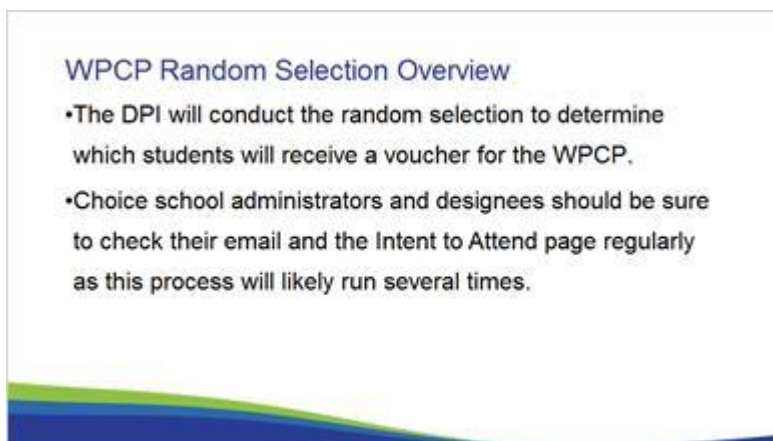
Notes:

Next, the presentation will provide an overview of the WPCP random selection.

DPI will conduct the WPCP random selection to determine which students will participate in the WPCP. DPI will continue to conduct the random selection up to the 2nd Friday in January.

Choice school administrators and designees should check their email regularly as the DPI will use email to communicate with schools regarding students that have been drawn in the WPCP random selection. Schools should also regularly check the Intent to Attend page in OAS to see the students selected.

10-1.7 DPI Notifications
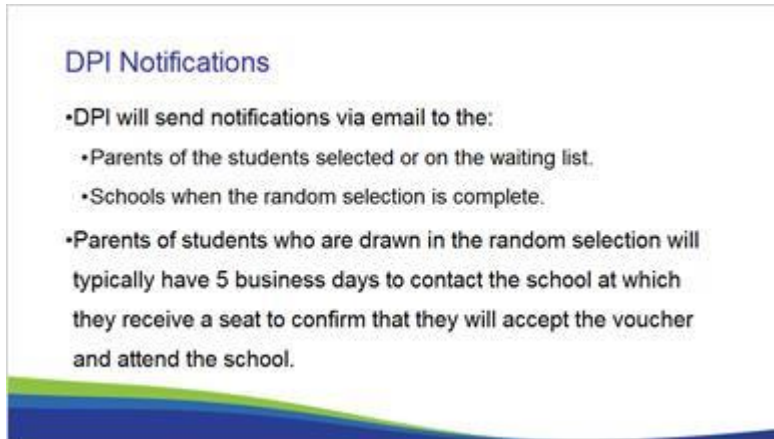
Notes:

DPI will email all parents of verified applicants to inform them if their student was drawn in the random selection or is on the waiting list. The email will be sent to the email address the parent used in the Online Parent Application. For a student that is drawn in the random selection, the email will tell the parent to contact the school by a specified date to confirm his/her acceptance and indicate whether or not his/her child will attend the school. The specified date is typically five business days from when the random selection notice was sent. The email will also inform the parent that if he/she fails to confirm his/her acceptance by 4 pm on the specified date, the seat will be offered to the next student drawn in the random selection.

If additional seats become available due to students that decline the voucher or later withdraw from their school, the DPI will fill the available slots from the waiting list and notify parents via email.

## 10-1.8 Accessing the Intent to Attend

Notes:

The last part of this presentation covers the Intent to Attend requirements for WPCP schools.

The Intent to Attend is the report schools use to enter the response from the parent saying whether or not his/her student will attend the school.

The Intent to Attend is completed by the school in OAS. To access the Intent to Attend in OAS, the school will log into OAS and click "Intent to Attend" located on the left menu bar.

Tony Evers, PhD, State Superintendent

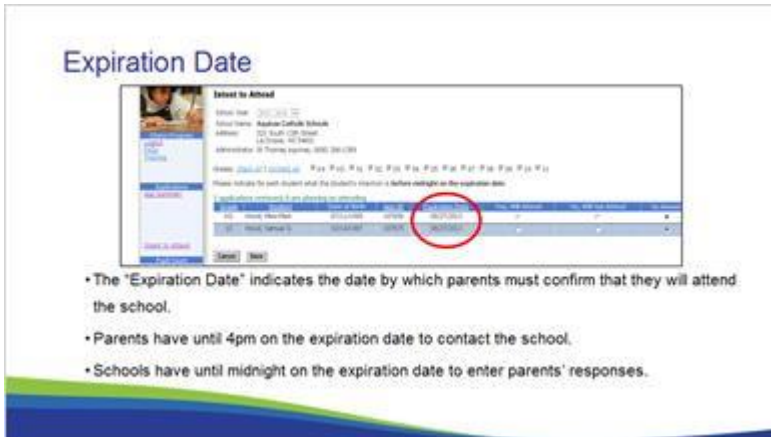## 10-1.9 Students Listed
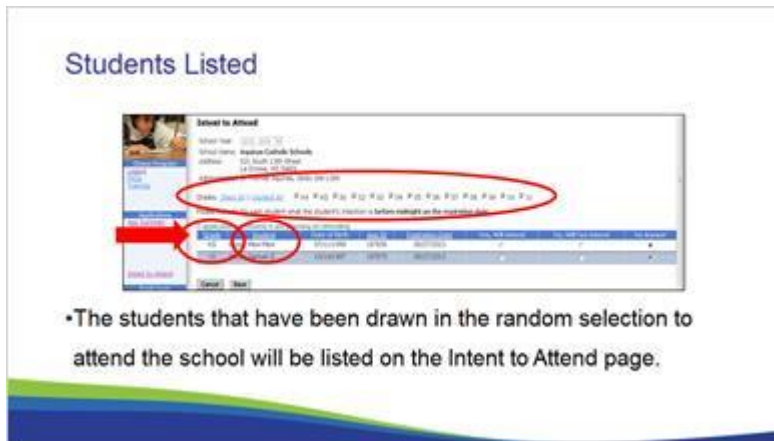
Notes:

The Intent to Attend has a list of the students that have been drawn in the WPCP random selection to attend the school.

The following are some tips for locating students on the Intent to Attend report:

1. Schools can sort the report by student name by clicking on the "Student" column.
2. Schools can filter the report by specific grade(s) by clicking on the grade boxes.
3. Schools can sort the report by grade by clicking on the "Grade" column.

Columns on the report with headings that are underlined can be sorted by clicking on the heading name.

10-1.10 Expiration Date

Notes:

As discussed earlier in this presentation, parents of students drawn in the WPCP random selection will receive an email instructing them to contact the school by a specified date. This date is the expiration date in the Intent to Attend in OAS. Parents have until 4 pm on the expiration date to contact the school.

Schools can sort the Intent to Attend by the "Expiration Date" column to see the most recent dates.

Let's review the timing of the Intent to Attend process and how this relates to the expiration date.

1. DPI notifies parents by email that their student has been drawn in the random selection and that they must confirm acceptance to the school by 4 pm on a *specified expiration date*.
2. Schools should be in contact with WPCP families, prior to the *specified expiration date*, if the parents have not responded to let the school know if their student will attend the school.
3. Schools have until midnight on the *specified expiration date* to enter the parent response in the Intent to Attend report.

If the response is not entered by the school by midnight on the *specified expiration date*, the seat will be offered, if possible, to the next student on the WPCP waiting list which is not necessarily a student that applied to that school.

10-1.11 Updating Parent Responses

Notes:

When a Choice school receives confirmation of acceptance or denial from a parent, the school will use the OAS to indicate the parent's response by completing the Intent to Attend. Schools do not have to enter the responses for all students at the same time.

The default response for students on the Intent to Attend is "No Answer". The school will click on the button under the "Yes, Will Attend" column if the parent confirms the student will attend the school. The school will click on the button under the "No, Will Not Attend" column if the parent informs the school the student will not attend the school.

The school must click "Save" after entering a parent's response.

Please remember that if the response is not entered by the school by midnight on the expiration date, the seat will be offered, if possible, to the next student on the WPCP waiting list which is not necessarily a student that applied to that school. Schools cannot enter a response for a student after midnight on the expiration date.

10-1.12 Total Students Attending

Notes:

The count at the top of the Intent to Attend report is automatically updated to reflect the total number of students whose parents indicated that their student will attend the school.

10-1.13 No Answers and Will Not Attend Responses

Notes:

Important points to remember about No Answers and Will Not Attend responses:

1. Parents who fail to contact the school to confirm their acceptance by 4pm on the expiration date will lose their seat.
2. After midnight on the expiration date, schools will be unable to update a student's intent.
3. All students for which there was "no answer" or whose parent indicated they "will not attend" will lose their voucher and the seat will be offered to the next student drawn in the WPCP random selection.

WPCP schools should be in contact with families, if they have not responded to let the school know if their student will attend the school, prior to the specified expiration date.

10-1.14 Student Attendance

Notes:

The students who have been selected to attend the school may start attending the school as a choice student when they indicate their intent to attend.

Students must meet the 3rd Friday in September and 2nd Friday in January count requirements in order for a school to receive a voucher payment for the student.
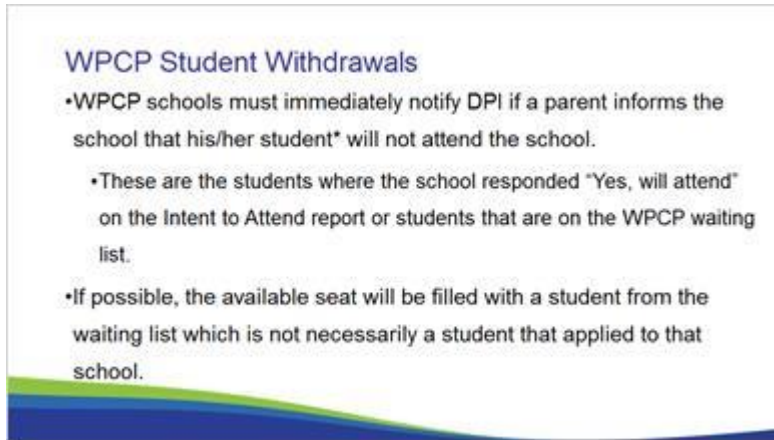
DPI will continue to conduct the random selection up to the 2nd Friday in January. The school may not charge a student tuition once the student has accepted a choice seat.

10-1.15 WPCP Student Withdrawals

WPCP Student Withdrawals
- WPCP schools must immediately notify DPI if a parent informs the school that his/her student* will not attend the school.
  - These are the students where the school responded "Yes, will attend" on the Intent to Attend report or students that are on the WPCP waiting list.
- If possible, the available seat will be filled with a student from the waiting list which is not necessarily a student that applied to that school.

Notes:

If a parent informs the school that his/her student will not attend the school for the school year, the school should immediately notify the DPI at PrivateSchoolChoice@dpi.wi.gov with the following:

1. Student Name
2. Student Date of Birth
3. Grade level
4. Attach **_one_** of the following:
   5. School form showing the choice student as withdrawn or not attending the choice school for the school year. The form must include the student name and be signed by the parent.
   6. A letter or email from the parent sent to the school which includes the parent(s) name, the choice student name and the school name stating the student has withdrawn or will not attend the school for the school year.

Schools do not need to report WPCP students who attended the school for the prior school year on a voucher but did not apply to the school for the current school year.

DPI will continue to conduct the random selection up to the 2nd Friday in January. Schools should check their email regularly as DPI will use email to communicate with

schools regarding students that have been drawn in the random selection. If possible, the available seats will be filled with students from the waiting list. Please note that a seat declined at a school is offered to the next student on the waiting list, which is not necessarily a student that applied to that school.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.